

PIMA COMMUNITY COLLEGE ADULT EDUCATION AMERICORPS MEMBER DESCRIPTION

TITLE: Pima Adult and Family Literacy Corps Member
REPORTS TO: Family Literacy or Adult Education Learning Center Site Mentor,
Program Coordinator, and Program Director
STATUS: Exempt
PAY: Living Allowance as described in grant

DEFINITION AND BASIC RESPONSIBILITY

The Pima Adult and Family Literacy AmeriCorps Member works with the PCCAE Site Mentors and/or Adult Educator, PCCAE Family Literacy Staff, and PCCAE Learning Center Site Mentor and Adult Educator to fulfill the mission of Pima Community College Adult Education. Pima Adult and Family Literacy AmeriCorps Members complete project objectives through 1700 hours, hours of service in the areas of strengthening communities, needs and services, and member development. The Pima Adult and Family Literacy AmeriCorps Member support family literacy and adult education activities by working directly and primarily with students and providing other types of instructional support and community outreach in collaboration with PCCAE and Family Literacy Staff and other AmeriCorps Members.

BASIC QUALIFICATIONS

- ❖ High School Diploma, GED, in pursuit of GED, or Pass Program Proficiency Test.
- ❖ Demonstrate a commitment to service.
- ❖ Willingness to use time and abilities to improve the lives of others.
- ❖ Interest in learning new skills.
- ❖ Ability to work well with students and staff.
- ❖ Good communication skills.
- ❖ Ability to work effectively in a teaching team.
- ❖ Interest in adult education concept.
- ❖ Ability to complete paperwork.
- ❖ Bilingual Spanish/English preferred

RELATED DUTIES MAY INCLUDE

- ❖ Recruiting of students for the Family Literacy Project and Pima College Adult Education Programs.
- ❖ Involving students in community outreach, civic responsibility, and community building activities.
- ❖ Facilitating summer programming activities for adult education students and their children.
- ❖ Participation in one-to-one goal setting with adult education students.
- ❖ Coordinating service learning project in the community.
- ❖ Attending orientation and ongoing AmeriCorps weekly meetings and trainings.
- ❖ Participate in all National Days of Service and program service projects.
- ❖ Teaching / tutoring in Adult Education and Family Literacy Program Components at an assigned site.
- ❖ Completing required paperwork, essays, reports, etc.
- ❖ Participating in statewide and required AmeriCorps activities.
- ❖ Provide teacher training and community presentations about AmeriCorps, Adult Education and Family Literacy.
- ❖ Completing other projects/duties developed in collaboration with the PCCAE Family Literacy Project Coordinator and/or Adult Educator site mentors